

Formal Job Offer Acknowledgement Letter

Subject: Acknowledgement of Job Offer

Dear [Hiring Manager's Name],

I am writing to formally acknowledge the receipt of your job offer for the position of [Job Title] at [Company Name]. I sincerely appreciate the opportunity and the confidence you have shown in my abilities.

I will review the details of the offer and provide my acceptance by [Deadline Date]. Thank you again for this opportunity.

Sincerely,

[Your Name]

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